

Tanggapan ng Kalihim
Office of the Secretary

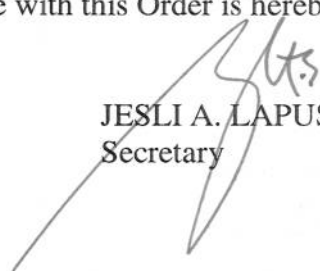
JUL 3 0 2008

DepEd Order
No. **56**, s. 2008

SUBMISSION OF INVENTORY REPORT ON THE TEXTBOOK SITUATION
IN ELEMENTARY AND SECONDARY SCHOOLS

To: Regional Directors
Schools Division / City Superintendents
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. In order to provide for a more realistic and accurate account of the textbook situation in public elementary and high schools in all regions, a nationwide inventory on textbooks is hereby conducted.
2. In this connection, all regions are required to submit a Textbook Situation Report for their respective schools using the enclosed formats for elementary schools (Inventory Forms 1-A and 1-B) and high schools (Inventory Forms 2-A and 2-B) to the Office of the Secretary.
3. The District Property Custodians and Secondary School Supply Officers shall submit their respective inventories to the Division Supply Officers for consolidation before submission to the Office of the Secretary through the Instructional Materials Council Secretariat (IMCS), 5th Floor Mabini Building at the DepEd Central Office. Deadline of submission is **August 15, 2008**.
4. Schools with insufficient quantities of textbooks in Sibika Grades 1 to 3 and HeKaSi Grades 4 and 5 may request from the division office buffer stock for the said textbooks. The Division Supply Officer will submit to the IMCS an update on the utilization of the buffer stock for proper monitoring of inventory levels. Divisions that still require additional copies of the said textbooks will forward their requests to the IMCS to facilitate the transfer from the central office buffer stock.
5. For queries and clarifications regarding this matter, please contact Ms. Ellen Pellobello, Project Development Officer II, Management Information Systems Unit - IMCS, DepEd Central Office at telefax numbers (02) 631-36-90 or (02) 634-0901.
6. Immediate dissemination and compliance with this Order is hereby directed.


JESLI A. LAPUS
Secretary

Encl.:

As stated

Reference:

None

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

REPORTS

TEXTBOOKS

Department of Education
Instructional Materials Council Secretariat

INVENTORY FORM 1-A
(Elementary)

Name of School : _____ Region : _____
Name of District : _____ Division : _____

TEXTBOOK SITUATION REPORT

Subject and Grade Level	Actual Enrollment SY 2008-2009	Existing Inventory		Used in Classroom Quantity	Textbook to Pupil Ratio	Unused		Backlog <i>i = b - d</i>
		Title	Quantity			Quantity	Reason	
<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>	<i>e</i>	<i>f</i>	<i>g</i>	<i>h</i>	
English 1		English Expressways 1						
Math 1		Elementary Mathematics						
Filipino 1		Landas sa Wika at Pagbasa 1						
Sibika 1		Makabayang Pilipino 1: Matapat na Pilipino						
English 2		English for You and Me 2						
Math 2		Mathematics for Everyday Use 2						
Filipino 2		Pagdiriwang ng Wikang Filipino 2						
Sibika 2		Sibika at Kultura Serye 2-Makabayan: Katangian Pilipino						
English 3-Language		English for You and Me 3						
English 3-Reading		English for You and Me 3						
Science 3		Growing with Science & Health 3						
Filipino 3-Wika		Bagong Filipino sa Salita at Gawa 3						
Filipino 3-Pagbasa		Bagong Filipino sa Salita at Gawa 3						
Sibika 3 (Regions IV-A/B, V, NCR, Mindanao)		Makabayang Pilipino 3: Masipag na Pilipino						
Sibika 3 (Regions I,II,III,CAR,Visayas)		Ang Bagong Filipino 3						
English 4-Language		English for You and Me 4						
English 4-Reading		English for You and Me 4						
Science 4		Science for Daily Use 4						
Filipino 4-Wika		Hiyas sa Wika 4						
Filipino 4-Pagbasa		Hiyas sa Pagbasa 4						
Hekasi 4		Heograpiya, Kasaysayan, at Sibika 4-Makabayan:Kapaligirang Pilipino						
English 5-Language		English Expressways 5						
English 5-Reading		English Expressways 5						
Science 5		Science for Daily Use 5						
Filipino 5-Wika		Hiyas sa Wika 5						
Filipino 5-Pagbasa		Hiyas sa Pagbasa 5						
Hekasi 5 (all regions except Mindanao)		Heograpiya, Kasaysayan, at Sibika 5-Makabayan:Kasaysayang Pilipino						
Hekasi 5 (Mindanao)		Makabayang Pilipino 5: Marangal na Pilipino						
English 6-Language		English for You and Me 6						
English 6-Reading		English for You and Me 6						
Science 6		Into the Future: Science & Health 6						
Filipino 6-Wika		Landas sa Wika 6						
Filipino 6-Pagbasa		Landas sa Pagbasa 6						
Hekasi 6		Yaman ng Pilipinas 6						

Notes:

New Textbooks for Elementary Mathematics 3 to 6 will be procured this year. The resulting quantity in column "i" will be used as basis in procuring additional textbooks for said titles to replenish or replace textbooks losses, wear and tear, and increase in enrolment.

Prepared by:

Reviewed and Certified Correct by:

Noted by:

Name & Signature
School Property Custodian

Name & Signature
School Head

Name & Signature
District Supervisor

Date Prepared : _____

Department of Education
Instructional Materials Council Secretariat

Name of School : _____
Name of District : _____

Region : _____
Division : _____

INVENTORY FORM 1-B
(Elementary)

TEXTBOOK SITUATION REPORT

Subject and Grade Level	Actual Enrollment SY 2008-2009	Existing Inventory			Used in Classroom Quantity	Textbook to Pupil Ratio	Unused	
		Other Title/s not Listed under Inventory Form 1-A	Fund Source	Quantity			Quantity	Reason
English 1								
Math 1								
Filipino 1								
Sibika 1								
GMRC 1								
English 2								
Math 2								
Filipino 2								
Sibika 2								
GMRC 2								
English 3-Language								
English 3-Reading								
Science 3								
Math 3								
Filipino 3-Wika								
Filipino 3-Pagbasa								
Sibika 3								
MSEP 3								
GMRC 3								
English 4-Language								
English 4-Reading								
Science 4								
Math 4								
Filipino 4-Wika								
Filipino 4-Pagbasa								
Hekasi 4								
EPP 4								
MSEP 4								
GMRC 4								
English 5-Language								
English 5-Reading								
Science 5								
Math 5								
Filipino 5-Wika								
Filipino 5-Pagbasa								
Hekasi 5								
EPP 5								
MSEP 5								
GMRC 5								
English 6-Language								
English 6-Reading								
Science 6								
Math 6								
Filipino 6-Wika								
Filipino 6-Pagbasa								
Hekasi 6								
EPP 6								
MSEP 6								
GMRC 6								

Prepared by: _____
Name & Signature
School Property Custodian

Reviewed and Certified Correct by: _____
Name & Signature
School Head

Noted by: _____
Name & Signature
District Supervisor

Date Prepared : _____

Department of Education
Instructional Materials Council Secretariat

Name of High School : _____ Region : _____
School ID : _____ Division : _____

**INVENTORY FORM 2-A
(Secondary)**

TEXTBOOK SITUATION REPORT

Subject and Year Level	Actual Enrollment SY 2008-2009	Existing Inventory		Used in Classroom Quantity	Textbook to Pupil Ratio	Unused		Backlog <i>i = b - d</i>
		Title	Quantity			Quantity	Reason	
<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>	<i>e</i>	<i>f</i>	<i>g</i>	<i>h</i>	
English I		Ventures in Communication I						
Math I		Elementary Algebra I						
Araling Panlipunan I		Pilipinas: Isang Sulyap at Pagyakap I						
English II		English Expressways II						
Filipino II		Gintong Pamana: Wika at Panitikan II						
Araling Panlipunan II		Asya: Pag-usbong ng Kabihasnang						
English III		English Expressways III						
Filipino III		Wika at Panitikan III						
English IV		English Expressways IV						
Filipino IV		Wika at Panitikan IV						

Notes:

New textbooks for Secondary Math/Science II to IV, Aralin III-IV will be procured this year. The resulting quantity in column "i" will be used as basis in procuring additional textbooks for said titles to replenish or replace textbooks losses, wear and tear, and increase in enrolment.

Prepared by:

Reviewed and Certified Correct by:

Name & Signature
School Supply Officer

Name & Signature
School Principal

Date Prepared : _____

Department of Education
Instructional Materials Council Secretariat

**INVENTORY FORM 2-B
(Secondary)**

Name of High School : _____ Region : _____
School ID : _____ Division : _____

TEXTBOOK SITUATION REPORT

Subject and Year Level	Actual Enrollment SY 2008-2009	Existing Inventory		Used in Classroom Quantity	Textbook to Pupil Ratio	Unused	
		Other Title/s not Listed under Inventory Form 2-A	Quantity			Quantity	Reason
English I							
Science & Tech I							
Math I							
Filipino I							
Araling Panlipunan I							
Tech & Livelihood I							
Music & Arts I							
P.E. & Health I							
EP I							
English II							
Science & Tech II							
Math II							
Filipino II							
Araling Panlipunan II							
Tech & Livelihood II							
Music & Arts II							
P.E. & Health II							
EP II							
English III							
Science & Tech III							
Math III							
Filipino III							
Araling Panlipunan III							
Tech & Livelihood III							
Music & Arts III							
P.E. & Health III							
EP III							
English IV							
Science & Tech IV							
Math IV							
Filipino IV							
Araling Panlipunan IV							
Tech & Livelihood IV							
Music & Arts IV							
P.E. & Health IV							
EP IV							

Note: New textbooks for Secondary Math/Science II to IV, Aralin III-IV will be procured this year.

Prepared by: _____
Name & Signature
School Supply Officer

Reviewed and Certified Correct by: _____
Name & Signature
School Principal

Date Prepared : _____